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MS 984

DD/S

56-3667

Q&M5 DDP

Document No. 3  
 No Change in Class. ☐  
☐ Declassified  
 Class. Exempted by: TS SFC  
 Next Review Date:  
 Auth: WPTC-3  
 Date: 1-4-79 By: 31

**CONFIDENTIAL**

19

**MEMORANDUM FOR:** Acting Deputy Director (Support)

**SUBJECT:** Request for Transfer of T/O Positions, Ceiling, and Personnel from FE Division to Records Integration Division/FI Staff

1. This memorandum contains a recommendation for DD/S approval. Such recommendation is contained in paragraph 6.

2. The basic proposal (Tab A) requests the transfer of [ ] positions, corresponding civilian ceiling, and 17 employees from FE field to FI/RI headquarters. The chief, FE Division (Tab B) recommends the transfer and states:

25X9A2

"Actual transfer of functional responsibility is to be accomplished upon actual arrival in headquarters of the field records and equipment. It is anticipated that such action can be taken on or about 1 November 1956.

All personnel actions relative to promotion of personnel now assigned to this activity will continue to be processed on the basis of individual merits, and are not to be deferred pending reorganization of the new [ ] in RI Division."

25X1A

3. The Chief, Budget Division (Tab C) states:

"The financing of this function and the employees thereunder is in the FE Division budget for Fiscal Years 1957 and 1958. The estimated cost is about \$76,000 for Fiscal Year 1957. If the transfer of positions is approved, a Fiscal Year 1957 allocation adjustment can be made between the FE Division and the FI Staff for that part of the year following the transfer date. The financing for Fiscal Year 1958 can be provided in the Fiscal Year 1958 Operating Budgets submitted about June 1957.

This office should be advised of the estimated amount to be reallocated when the effective date of the transfer is known. There is no other comment on the subject request."

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4. The Director of Personnel (Tab D) states:

"In view of the fact that specific information is not available concerning the duties and responsibilities to be performed by the incumbents of the positions, this Office cannot formally allocate the positions.

Upon approval of the reassignment of functions, this Office will process a T/O Change Authorization reflecting the titles and grades as currently assigned to the positions. However, before any further action is taken to reassign or promote individuals now assigned to the section, specific information will be required concerning the duties and responsibilities of the positions."

5. The Management Staff recommends approval of this transfer and suggests the following considerations and additional Management assistance in connection with these proposals.

a. For uniformity of organizational terminology and to distinguish the line of authority the element be identified as the [redacted] rather than Section, until integrated.

b. As soon as practicable after the transfer is effective, the Management Staff will review the organizational pattern of the new element to improve lines of supervision and authority.

c. Within 18 months' of the date of this memorandum the functions of the unit should be integrated into the RI organization.

d. After the merging of these functions Management Staff will again review the functions to appraise the manpower demands imposed by the integration of the functions.

6. Your approval of this request subject to the conditions cited in this memorandum is recommended.

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[redacted]  
Chief, Management Staff

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Attachments:

- Tab A - Proposal
- Tab B - PM Recommendation
- Tab C - Comptroller Comments
- Tab D - Budget Div. Comments

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**SUBJECT: Request for Transfer of T/O Positions, Ceiling, and Personnel from FE Division to Records Integration Division/PI Staff**

The recommendation in paragraph 6 is approved:

OCT 22 1956

DATE

(signed) H. Gates Lloyd  
H. GATES LLOYD  
Acting Deputy Director  
(Support)

**Distribution:**

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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENTS